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## Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, Administrative Service

DATE: 1 April 1952

FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Activities - March 1952

The following report of activities of the Transportation Division during the month of March is submitted pursuant to your request.

## 1. Truck Operations:

The following truck operations were performed during the month:

219 local hauls in and around Washington

## 2. Que Building Motor Pool Operations:

632 Total trips made  
 30 average number of trips per day  
 8442 total miles operated  
 402 average miles per day  
 3.9 average number of cars in pool per day  
 13.3 average miles per trip  
 23.5 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>TOTAL MILES</u>	<u>TOTAL TRIPS</u>	<u>AVERAGE MILES PER DAY</u>
January	10,768	953	489.4
February	10,269	615	513.4
March	8,442	632	402.

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 21,993 passengers, and average of 1047.2 per day.

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3. Following is a report of the activities of the  Garage:

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During the month ten (10) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs	-	54
*Labor	- \$912.00	
Parts	- 731.81	

Repair Jobs Performed Outside	-	12
Labor	- \$403.15	
Parts	- 101.27	

Maintenance Work	-	89
*Labor	- \$1,194.75	
Parts	- 42.22	

\*Work performed by Mechanics

Maintenance Work (Performed by Mechanic's Helpers)

Cars Washed	-	266
Cars Lubricated	-	107
Other Service Jobs	-	88

The total value of labor performed by the Mechanics in the garage during the month was \$2106.75, compared with their salaries of \$858.75, indicating a saving of \$1248.00. The value of labor performed by the Mechanic's Helpers was \$1120.70, compared with salaries of \$916.64, indicating a saving of \$204.06, an overall saving of \$1452.06 for the month.

During the month the Transportation Division hauled 1,339 cases, total weight 359,751 pounds to the various ports and air terminals for export shipment.

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4. Fifty-seven (57) passenger cars operated 58,912 miles; thirty-five (35) trucks operated 40,362 miles; while six (6) buses operated 11,281 miles, a grand total of 110,555.

5. Volume of work and flow of personnel through the Shipping Branch of the Transportation Division was as follows:

Rail Reservations  
Airline Reservation  
S.S. Reservations  
Hotel Reservations

Foreign Travelers  
Domestic Travelers  
Trans. Requests

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